

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>NEX-638-16</b>	
		<b>募集締切日：</b> Closing Date	<b>8 Feb 16</b>	
		<b>発行日：</b> Date of Issue	<b>25 Jan 16</b>	
<b>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LAD <u>2</u> )</b>  <h3 style="text-align: center;">Storekeeping Clerk, #255</h3> <p style="text-align: center;">(倉庫事務職)</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input checked="" type="checkbox"/> 事務系 Administrative</span> <span><input type="checkbox"/> 技能系 Blue Collar Trade</span> <span><input type="checkbox"/> 保安系 Security</span> <span><input type="checkbox"/> 医療系 Medical</span> </div>		<b>募集人数</b> No. of Recruitment  <h2 style="text-align: center;">1 名</h2>	<b>4.募集範囲</b> Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant	
<b>2.部隊</b> Activity Navy Exchange, Yokosuka Distribution Center, J-1234 Warehouse  <b>勤務場所</b> Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( ___ヵ月 Months)		
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 0730-1615/0830-1715 休憩 Recess Period: 45 min/day  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel				
<b>6.職務内容</b> Duties Performs clerical and administrative duties involved in the processing and documenting of merchandise returns to vendors or the secured destruction of merchandise at the direction of the manufacturer and the NEXCOM procurement of office. Also performs manual work in physical receipt of merchandise. Maintains updated and organized records and files related to all chargeback processing. Must be proficient in the operations of a personal computer using commercial software as well as company specific programs as Retek. Handles a variety of communications to include e-mail, telephone, fax, and personal. Must present themselves professionally in writing and in speaking at all times. Works with a variety of internal and external customers from store personnel, buyers, warehouse personnel to vendors. Assists with the outbound disposition of chargeback and other parcels related to outbound shipment. Is the primary backup to the parcel post clerk. Assists with other warehouse operations clerk duties as required. Performs other related and incidental duties as assigned.				
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of general work experience, OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer applications such as MS Excel, Word and automated software (i.e. RDM, COES, Discoverer, etc). d. Ability to perform general clerical work. e. Ability to speak, read, and write English at average proficiency level. (LD-2)  * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		



### **PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。